

Maple Valley City Update

"LET US NOT LOOK BACK IN ANGER, NOR FORWARD IN FEAR, BUT AROUND IN AWARENESS."
- JAMES THURBER

Events & Activities

**FEB. 2
PLANNING COMMISSION**

.....

**FEB. 9
PLANNING COMMISSION
PARKS & REC COMMISSION**

.....

**FEB. 14
CITY COUNCIL MEETING**

.....

**FEB. 15
ECONOMIC DEVELOPMENT
COMMISSION**

.....

**FEB. 16
FINANCE COMMITTEE
PLANNING COMMISSION**

.....

**FEB. 21
CITY OFFICES CLOSED --
PRESIDENTS' DAY**

.....

**FEB. 22
CITY COUNCIL MEETING**

.....

**FEB. 28
CITY COUNCIL MEETING**

From the Desk of Laura Philpot

One of the things that makes me love Maple Valley is how the community pulls together in good times and in times of need. Others around the state are looking to our community as a model of how a City and School District should partner when it comes to issues impacting our residents, like mental health and drug dependency. The most recent crisis impacting our community, and more specifically our youth, is fentanyl. The powerful and deadly drug fentanyl has made its way into Maple Valley, as well as many other communities nationwide. Members of our community are purchasing counterfeit drugs that look just like prescription medicines not knowing they took Fentanyl, sometimes in deadly doses. Fentanyl is most commonly seen in pill form - light blue, or green in color, and sometimes as a white powder. During the month of January alone, our emergency response teams had to respond to 8 overdoses. Thankfully, those lives were not lost.

The first thing we must do as a community is create awareness and educate on this topic. A meeting was held that brought together several groups to identify gaps in local resources and services. That meeting was comprised of representatives from the City, school district and board, local mental health professionals, law enforcement, TSD parent representatives, and the Laced and Lethal organization. We want to continue to make resources accessible for our community, we want to keep having the conversation, and we must increase awareness.

The City and the Tahoma School District partner closely on Wellness Initiatives and here are some things currently being done to help are:

- Resources on both City and TSD websites:
 - [Resources and Contacts | Maple Valley WA](#)
 - including: [A one-page Fentanyl resource document](#)
- Additional education in the schools regarding Fentanyl
- Quarterly drug awareness presentations to the community/schools
 - Feb. 15th 6:30pm "Laced & Lethal: Fentanyl In Our Community"
 - March 22nd Student Assembly & Parent Meeting "Steered Straight"
- Conversations with local pharmacies & hospital social workers
- Narcan in the middle and high schools
- School staff training on Fentanyl response

Please take the time to learn about Fentanyl and its dangers. Talk to your family, friends, and neighbors and share the resources identified by our team. Let us take the time to look around in awareness.

WHAT IS FENTANYL?

Fentanyl is a synthetic opioid that is tasteless, odorless, and extremely potent. To put it into perspective, a dose of fentanyl is up to 50 times stronger than heroin and up to 100 times stronger than morphine. Every person is different, but two salt-sized grains of fentanyl can be enough to cause an adult to overdose.



FENTANYL RESOURCE

SOME PHOTOS AND INFO TAKEN FROM LACEDANDLETHAL.COM

2021-2022 Goals & Objectives

ECONOMIC DEVELOPMENT

- Support the development of the Legacy Site through industry and business contacts
- Identify opportunity to attract investment opportunity for Maple Valley
- Work collaboratively with King County to activate Summit Place (122 acres) which will increase economic activity in Maple Valley and provide more employment opportunities for residents
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- Increase tourism visibility for Maple Valley by promoting the outdoor recreation amenities and large events which will attract new spending dollars for the community
- Work with the Chamber to find ways to support and grow our existing businesses
- Bring in new businesses to grow employment opportunities for our residents
- Support the existing businesses as they recovery from impacts to due to COVID-19
- Bring private entertainment to Maple Valley providing options for local families to stay in Maple Valley

PARKS & RECREATION

- Support staff to maintain parks and facilities to established standards through the Maintenance Management Plan
- Continue to provide recreation opportunities for the community that enhance quality of life
- Support and provide events that create community
- Maintain healthy partnerships with local organizations such as Arboretum, Farmer's Market, Elk Run Farm, etc.
- Support enhancements of park system through capital improvement projects

PUBLIC SAFETY

- Continue to work with the King County Sheriff's Office in providing good police services to City citizens through the existing contract
- Increased participation in National Night Out and Neighborhood Watch Meetings
- Jump start our Explorer Program and solicit new members through the TSD
- Be prepared for the reemergence of our annual community events, with the addition of our marquis event, 2021 IRONMAN 70.3!
- Participate in localized emergency preparedness drills utilizing the City's newly updated Comprehensive
- Emergency Management Plan and the new Emergency Operations Center
- Improve the continuity of operations and continuity of government planning
- Establish a community & police clean-up campaign to build rapport with our citizens

PUBLIC WORKS

- Support the implementation of the City's six year Transportation Improvement Plan and staff's efforts to seek grant funding
- Support staff to continue to improve right of way landscaping, pavement management, and flood control
- Continue to support City staff's efforts to keep Maple Valley NPDES compliant
- Continue to support the Public Works staff in efforts to improve water quality of storm runoff
- Continue involvement in regional groups dealing with transportation issues

QUALITY CITY SERVICES

- Improve the City's customer service and public opinion of their local government
- Through innovative ideas and technologies, increase citizen access to their local government
- Continue to support efforts of Black Diamond, Covington, and Maple Valley in identifying opportunities where the three communities can work together/share resources to maximize efficiencies and better use public funds
- Continue strong participation in the Sound Cities Association and associated committees
- Continue to work with Federal, State and County elected officials on legislation that impacts Maple Valley and our region

COMMUNITY DEVELOPMENT

- Adopt Downtown Standards and Guidance code amendments to create the heart of Maple Valley
- Support the development of the Legacy Site through land use planning
- Adopt code amendments to improve future development in commercial zoned areas
- Continue to provide excellent customer service through permit review, issuance, and inspection

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

Sean P. Kelly, Mayor

- Agenda Review Meetings
- Special Council meetings
- Community Leaders Group Meeting
- Maple Valley Rotary PM Meeting
- Gravity Coffee Ribbon Cutting
- PSOC Check-in w/Deputy Mayor Parnello & Councilmember Burberry
- South End Mayors Meeting
- SCA Public Issues Committee
- Phone conversation w/former Deputy Mayor Jim Flynn
- Phone conversation w/Councilmember Victoria Schroff
- Phone conversation w/TSD School Board Member Haley Pendergraft
- MV Chief Recruitment discussion w/PSOC & HR Manager
- Briefing with King County Public Health (COVID)
- Planning Commissioner Chairs
- Meeting w/Covington Water Commissioner Alan Eades
- Phone conversation w/MV Lobbyist Jim Hedrick
- MV City Council Committee Assignments
- Phone conversation w/Mayor Jim Ferrell, Federal Way
- Chief of Police Interview
- TSD School Board Meeting - Annual Board Recognition
- Maple Valley Community Partnerships check-in
- Planning Commission Open House - Downtown
- AWC - Opening welcome and remarks
- AWC - Legislative leaders' panel
- Governor Jay Inslee AWC address
- Phone conversation w/Councilmember Linda Olson
- AWC - Federal infrastructure update with NLC
- AWC - Talk to your AWC lobbyists
- Meeting w/Senator Mark Mullet
- Council Retreat Committee
- Meeting w/TSD President Malia Hollowell
- Phone conversation w/KC Councilmember Reagan Dunn

Victoria Schroff, Councilmember

- Council Meetings
- Newly Elected Officials Workshop
- Proclamation at School Board Meeting
- Attended the Downtown Design Guidelines Virtual Town Hall
- Legislative update with Mark Mullet
- Council Retreat Committee Meeting

Les Burberry, Councilmember

- Council Meetings
- Chief of Police Interviews
- Chief of Police Recruitment Meeting

Dana Parnello, Deputy Mayor

- Tour of Ranger House at Lake Wilderness
- City Holiday Reception
- Hometown Holidays Event - Lighting off the Holiday Tree
- Holiday Market on Legacy Site
- City Council Special Meeting
- Check-in Calls with Mayor, City Manager, Asst. City Manager
- In-Person Check-in Meetings with Mayor, City Manager and Asst. City Manager
- Webinar: Density Bonuses and Affordable Home Ownership
- Council Oath of Office with City Clerk
- Sound Cities Association Deputy Mayors/Council Presidents meeting
- 2021 Sound Cities Association Annual Meeting
- Meeting with Jeff Potter of Integrity Land
- Meeting with Cub Scout Troop
- Lake Wilderness Arboretum End of Year Event
- Agenda Review Meetings
- Sound Cities Association Orientation Meeting
- Planning Commission Meeting
- Legacy Site Council Subcommittee Meeting
- Maple Valley historical Society Visioning Meeting
- Maple Valley Police Chief Recruitment conversation
- Maple Valley Downtown Open House
- Maple Valley Police Chief Candidate Interview
- Meeting with Mayor, Planning Commission Chair and Vice Chair
- King County Office of Law Enforcement Oversight Meeting
- City Council Committee Assignment meeting with Mayor

Syd Dawson, Councilmember

- City Council meetings
- SCA Regional Board and Committee Appointee Orientation
- Legacy Site Council sub-committee
- Downtown Design Public Open House
- AWC City Action Day
- Greater Maple Valley Community Center Board meeting
- Maple Valley Historical Society Board meeting
- Maple Valley Historical Society Community Conversations meeting
- Council update with Senator Mark Mullet

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

Linda Johnson, Councilmember

- Council Meetings
- Council Retreat Committee Meeting
- AWC City Action Days

Linda Olson, Councilmember

- Council Meetings
- Study Session
- Legacy Site Committee
- SEAL-TC Meeting

Laura Philpot, City Manager

- Council Meetings
- Agenda Review Meetings with Mayor and Deputy Mayor
- Weekly King County City Manager Check in Meetings
- Maple Valley Rotary Meetings
- SEAL-TC meeting
- REACH Staff Meeting
- Briefing with King County Public Health on COVID Status
- All-Staff Meeting
- Meeting with Women City Managers from King County
- Seattle Women's Leadership Meeting
- Northwest Women's Leadership Academy Meeting
- Maple Valley Food Bank Board Meeting
- Community Leadership Meeting
- Hometown Holidays
- Meetings with Panattoni
- Communication Subcommittee Meeting
- Expiring Construction Easements Meeting
- Meeting with Jim Hedrick
- Meeting with Senator Mark Mullet
- Salary Survey Meeting with Cabot Dow
- Legacy Site Subcommittee Meeting
- Meeting with Maple Valley Police Department
- Trusted Community Partner Small Cities Focus Group
- Maple Valley Downtown Design Standards Open House
- Meeting to discuss Lake Lucerne Parcel
- Special Oversight Committee Meeting
- ADO/REACH KC Meeting
- IRONMAN Meeting
- Meeting with Recology
- TBHC Expanded Convening on Our Youth & Fentanyl Crisis Meeting
- City of Maple Valley & King County Office of Law Enforcement Oversight Meeting
- KC Parks and Maple Valley Meeting
- Council Retreat Committee Meeting
- Chief of Police Interviews
- Meeting with Puget Sound Fire
- AWC City Action Days

FACT SHEET (Future Actions, Conversations, & Tasks)

FACT SHEET PROCEDURES PER CITY COUNCIL RESOLUTION NO. R-21-1554 APPROVED APRIL 26, 2021.

Placing items on the FACT Sheet.

- Only City Councilmembers can recommend that items be placed on the FACT Sheet. Thereafter, an item may be placed on the FACT Sheet only with concurrence of the City Council at an open public meeting of the City Council.

Removing items from the FACT Sheet

- City Staff and City Councilmembers can both recommend that items be taken off the FACT Sheet. Thereafter, an item may be removed from the FACT Sheet only with concurrence from City Council an an open public business meeting.

Initiated by	Date	Item	Description	Due Date Department	Date Resolved	Notes
	11/13/2018	Art Requirements and/or Incentives	Review the municipal code and development regulations to encourage and/or incentivize more public art within our city.	Community Development/ Economic Development		2021 Planning Commission Work Plan includes this item as a future work plan item. This work will likely need to be considered as part of the 2022 or 2023 Work Plan.
	09/09/2019	Tree Retention	Bring tree retention code back to Council for review.	Public Works/ Community Development		This PC work will be included on the proposed 2022 PC Work Plan.
	01/21/2020	Evaluate Short-Term Rentals	Review short-term rental activity (such as Airbnb and VRBO) within City limits.	City Manager/ Economic Development Commission		During the joint meeting with the City Council in January, the EDC discussed their work on evaluating short-term rentals. It was stated that short-term rentals from an economic development standpoint is likely OK, but the City's Planning Comm. should consider other consequences associated with short-term rentals in the City. After evaluation of the City's existing code with the City Attorney, it was determined that rentals other than B&B's in the city are not permitted when renting on a less than monthly basis.

Initiated by	Date	Item	Description	Due Date Department	Date Resolved	Notes
	07/27/2020	Shrubs and Groundcover Standards	Consider putting shrubs and groundcover standards on a future planning commission work plan.	Community Development		2021 Planning Commission Work Plan includes this item as a future work plan item. This will likely need to be considered as part of the 2022 or 2023 Work Plan.
Councilor Dawson	05/24/2021	Work with WSDOT to reduce speed limit on SR-169	Work with WSDOT to have a consistent speed limit of 35mph along SR-169 through the City Limits.	City Manager/ Public Works		Public Works has received documents from WSDOT on petitioning for reduced speed on SR-169. PW has met w/City Manager & PD to discuss approach to WSDOT on this issue. WSDOT is conducting a speed study through the corridor.
Mayor	06/28/2021	Heating and Cooling Centers	Bring back a more robust plan regarding heating and cooling centers (or locations) in cases of extreme weather conditions.	Emergency Management		Staff continues to work with the Greater Maple Valley Community Center to determine the terms of a possible Agreement.
	07/12/2021	LW Golf Course Club House	Council asked that staff bring back an update of the Golf Course Club House project.	Parks and Recreation		Staff planned update during 2021 Q4 but have deferred to 2022 Q1 per Council request.
	07/12/2021	LW Golf Course Update	Council asked for an update from CourseCo regarding Golf Course performance.	Parks and Recreation		Staff planned update during 2021 Q4 but have deferred to 2022 Q1 per Council request.

Initiated by	Date	Item	Description	Due Date Department	Date Resolved	Notes
Mayor	09/13/2021	Recology Satisfaction Survey	Work with Recology to do a survey measuring the customer service of our current waste haulers and their overall performance.	Public Works		Results of the survey are being evaluated by staff and Recology. An upcoming Council meeting will provide council with outcomes of the survey.
Mayor	09/27/2021	Citywide Survey	Work with the Communication Subcommittee to develop a citywide survey.	City Manager		We are putting together an RFQ to send to consulting groups to help facilitate a citywide survey. Senior staff along with the Council Communication Subcommittee provided a list of general topics for questions to be generated on. Once consultant is selected, we will begin the process and draft questions we can survey community members on.
Councilor Dawson	11/08/2021	Kindness Connects Billboard		Community Resources		Staff is working to gather costs.
Mayor	11/08/2021	Shopping Cart Best Practices	Requesting 2nd quarter next year, Bring back what other cities are doing.			Staff has reviewed regulations from Auburn. Their code allows the city to bring civil enforcement and impound the shopping carts and invoice the owners for a \$30 administration fee and a \$70 disposal fee per cart.
Deputy Mayor	11/22/2021	Lake Lucerne & Pipe Lake	Review if public access to Lake Lucerne/Pipe Lake is possible on the existing publicly owned land/dock	Public Works		If no public access is possible, explore lake benefit district to fund water quality treatments.

Initiated by	Date	Item	Description	Due Date Department	Date Resolved	Notes
Mayor	11/22/2021	Emergency Plan for Council Meetings held at the Lake Wilderness Lodge	Overview/training to council in Jan. about what to do in case of an emergency during a council meeting	City Manager/ Emergency Management		This will be presented to Council in March during an in-person Council meeting.
Deputy Mayor	01/24/2022	Garbage service during inclement weather	Request Recology provide a credit to customers who missed service during the inclement weather event	Public Works		Staff has met with Recology. Recology requested the opportunity to present directly to City Council. Working to get that scheduled for a future Council meeting.
Mayor	01/24/2022	Investigate Issaquah Ordinance related to unreported crimes	Review the newly adopted ordinance in Issaquah that revokes businesses' licenses if they fail to report crimes and report back to Council	City Attorney		

COMMUNICATIONS

News Releases Issued:

- Inclement Weather Resources for those in need
- Public Open House Webinar to Focus on Downtown Design Standards – Public Open House and Planning Commission Recording for 01/19/2022
- City and Recology Address Recent Snow Storm Response
- WSDOT Replacing Culvert on SR 169 Between Maple Valley and Black Diamond

Other:

- Following the snow storm at the end of 2021, pushed out a lot of information on Facebook regarding garbage collection including details on Recology's collection site at Lake Wilderness Park
- Met with Tawni and the Tahoma School District to kick off discussions about new zoning messaging
- Completed 2021 Year in Review infographic
- Shared, boosted and monitored FB post regarding virtual open house and public hearing on the Downtown Design Standards
- Posted meeting recording to our YouTube channel and Facebook page
- Met with 425 Magazine and 425 Business to re-establish relationship between them and the City – looking to work together to promote IRONMAN
- Met with IRONMAN team for first meeting of 2022
- Worked on a number of flyers for Parks & Rec including job fair flyers, sponsorship booklet and created a survey for feedback on what movie to show this August in the park
- Continued work on community survey – gathered feedback from senior staff, working on getting an RFP created and set out

Social Media Updates: Data from January 1, 2021 - January 31, 2021

Facebook Followers: 6.2K

New Facebook page likes: 147 (up 137.1%)

Facebook Page Visits: 4,153 (up 277.9%)

Facebook Page Reach (# of people who saw any content from our page): 40,051

Total Instagram Followers: 134

New Instagram Followers: 39

Instagram Profile Visits: 112 (up 154.5%)

Instagram Reach: 1,825 (up 2.2K%)

Post with most clicks: January 11 – “Interested in learning more about a future Maple Valley Downtown? Then join us.” (Reach: 29.7K)

Post with most reactions: January 11 – “Interested in learning more about a future Maple Valley Downtown? Then join us.” (Likes and Reactions: 309)

Event with most responses: N/A

CITY CLERK

A Happy New Year to all! 2022 brings a new year and exciting new opportunities some even disguised as challenges! One never grows in their comfort zone.

Winter weather has been as challenging and unpredictable this year. The snow, ice, rain, and fog have been competing for dominance this month. Staff will continue to prepare for responding to adverse weather in the future. Messaging is always the important piece so that the community has the opportunity to prepare and know what to expect from the staff response. As a reminder, be sure to have preparedness kits for work, home, and your car. "Be Prepared. Stay Safe."

Emergency Management staff with support of Council are working to solve a long-term solution for the community to set up cooling and warming locations to accommodate community members needing reprieve from those extreme weather days. Staff continues to participate with Puget Sound Regional Fire to work on a Strategic Plan for training and exercise opportunities in 2022. Staff has Incident Command training for staff and continues to work toward the participation in the Cascadia Rising Exercise in 2022, which has changed to a virtual style exercise instead of an in person event. The PSERN Radio system implementation continues and coordination between staff and the contractors is moving along.

IT and the City Clerks Department are collaborating on projects for the coming year to enhance the City's communication and continuity to include phone systems, Contract tracking system, and the City website Request for Proposal (RFP). Andrew continues to be a main stay at the Senior Lunches through the Community Center, as well as, managing contract routing and the ARPA funds contracts. Kym and Kelli are working to welcome the community back to City Hall after being virtual since early January in response to the increase in COVID infections. Jessica is excited to welcome back passport appointments beginning March 1.

Clerk's Office activities continue to include, website updates, peddler's license, records management, public disclosure requests, supporting City Council, Economic Development Commission, Community Development activities, Planning Commission meetings, and Emergency Management efforts. Clerk's staff assisting with the virtual/hybrid meeting at the Lodge, as well as, assisting with Wellness Committee work. Clerk's staff also continues to participate in REACH Committee, Wellness Committee, and the Employee Benefits Committee.

Stats for the month of December are as follows:

- Passports: 18
- Notaries: 41
- Public Records Requests: 14
- Pet Licenses: 0
- Website Updates : 90
- Contracts (including Amendments and Change Orders): 18

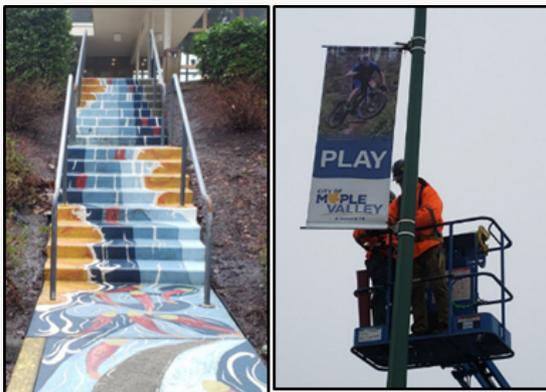
PARKS & RECREATION

Parks Maintenance

Parks Maintenance spent the first weeks of January doing their best to keep routes of travel accessible into Parks and the Greater Maple Valley Community Center, and assisted Public Works applying ice melt to City Hall parking lot in efforts to improve safety. The crew was also very busy picking up and clearing fallen debris at Summit Park, Lake Wilderness, and Elk Run Natural Area to ensure our spaces were safe for the public and trails were clear of obstructions. Due to the inaccessibility of certain roadways and neighborhoods in Maple Valley, Recology was not able to provide weekly scheduled service. Parks was proud to be able to work with Public Works to host Recology at Lake Wilderness Park for a disposal site. The event was a huge success with multiple citizens taking advantage of this opportunity.



Parks Maintenance team prepared for the 2022 season by installing new canopies/frames, assisted with preliminary set-up of the new tent at the Lodge, cleaning of Lodge stairwell, and getting re-certified for a number of programs including expanding their knowledge in playground maintenance. The team also completed the take down and removal of the Hometown Holiday lights and banners throughout the City and installed new “Live” “Work” “Play” pole banners throughout the City. These banners will remain up until they are replaced with the Ironman banners again in early August.



Summer Staff Recruitment

The annual adult flag football tournament, Turkey Bowl, was hosted on Saturday December 4th at Summit Park. A full field of six teams participated with players from all over the region. There were three more team on the waiting list that we could not accommodate due to lack of available officials. Games were played from 9:00am-4:00pm in the pouring rain. Monsters Inc. from Tacoma took home the coveted Champion’s t-shirts. The teams from the tournament and our Fall league are interested in a Spring league if we have enough officials to run the league.



Youth Basketball League

The annual adult flag football tournament, Turkey Bowl, was hosted on Saturday December 4th at Summit Park. A full field of six teams participated with players from all over the region. There were three more team on the waiting list that we could not accommodate due to lack of available officials. Games were played from 9:00am-4:00pm in the pouring rain. Monsters Inc. from Tacoma took home the coveted Champion’s t-shirts. The teams from the tournament and our Fall league are interested in a Spring league if we have enough officials to run the league.



PARKS & RECREATION



Rental Space Added to Lodge

The new tent for the Lodge courtyard was setup for a test run. The tent will be an added amenity for Lodge rentals. Groups will be able to use the tent as a flexible additional space. Lodge staff is excited to be able to offer another covered area for ceremonies with a view of the lake. Lodge staff is working on marketing material to promote the use of the space.

Community Resources

In January the Community Resource Coordinator participated in several monthly meetings focused on wellness, equity, and community resources. The highlight of the month was partnering with Tahoma School District's Wellness Coordinator to present the 2022 Wellness Plans to City Council.

The large focus this month was placed on the fentanyl crisis happening all across King County, and specifically in our own community. Several meetings and planning sessions took place, and a task force is being created to address this topic. Those meetings have offered a greater understanding of the issue and shed some light on resource gaps within our community. The work to address those gaps has begun and will be ongoing throughout the year.

Mental Health First Aid classes continue to be offered to the community. One class took place in January with 6 attendees completing the training. Two more classes are planned for next month. A specific webpage on the city's website has been set up dedicated to this program.

The January edition of the Counselor's Corner Blog focused on celebrating successes to enhance mental health. You can find this and previous month's blogs on the city website.

FINANCE/IT/GIS

The finance team has worked in the month of January on checklist of accounting items that will aide in closing out the 2021 year. It involves the meticulous filtering of all invoices that are to be paid and receivables expected for all aspects of the City's expenses and revenues in order to be classified into the proper year. This will continue on into February and will ultimately contribute and lead into the preparation of our Annual Financial Statements. Along with this priority, we have on our horizon the 2023-2024 Budget process. One key undertaking is priming our budget software with financial data in preparation for three separate budget module user trainings for City-wide staff. Our hope is to have engaging training sessions and users gaining comfort and confidence well before they put their numbers down onto our virtual paper.

FINANCE

Payroll

- Processed Payroll for the month
- New Hires & PAFs processed
- 2021 Tax Forms
 - All W2 and 1095 forms sent to employees
 - Beginning preparations for 1099 forms
- 2022 Cost Tables
- 2022 COLA spreadsheet for 1/14/2022 payroll cycle
- All FT/PT Employees received their 2% COLA Adjustments
- LPT Employees will receive COLA on next pay period
- W2's have been accepted by the IRS with no issues!
- No W2's have been returned in the mail! - This never happens
- General filing & updates
- LPT/Temp COLA updates on personnel files
- All LPT employees who were owed back pay in regards to the COLA received this adjustment
- 2021 Fourth Quarter reports processed
- Reconciled AWC bill

Year End Items

- Calculating JE 80-1, 80-2, and 80-3 in regards to payroll accruals (both in 2021 and 2022)
- LWGC- helped Erin with reconciliation on some invoices that were missing backup from CourseCo
- Processed December 2021 billing to contractors
- 1099 NEC Status- GOOD - meaning everything was approved and no further information is needed from us

Accounts Payable

- Processing AP run, printing checks and vouchers
- Keyed invoices into Incode
- Cross training: Zoom training with on Court and Crime Victim Reports (remittance to state and King County)
- Followed up with ARPA round 2 recipients that hadn't made a notary appointment with Andrew to make sure they got the email about change of days and needing to setup an appointment
- Go through Finance 2 inbox and open invoices/save in folders for approvals
- Audited payroll Payroll Items
- Combined all report files for prosecuting attorney's office
- Worked on saving impact fee reports and saving for approval
- Downloaded PSE invoices from online
- Zoom call with other Erin to discuss how to pull & save a detail report - went through to check payment status of CM contracts
- Did uploads to the bank
- Finished KnowBe4 security training
- Reviewed 3 months of LWGC statements and backup to figure out if we are missing anything
 - Finished review of November LWGC documents

FINANCE/IT/GIS

- 1099 Processing
 - Tax form preparation and printing
 - Submission via online and paper completed
 - All recipients mailed 1/20/2022
- ACA- submission completed via IRS-AIR website
- Worked to finalize non-profit ARPA grant contracts, Emailed out the non-profit ARPA contracts
- Payee Positive Pay Zoom meeting
- Reviewed vendor statements to make sure we have paid all invoices – emailed vendors about any missing invoices
- Spent time pulling vendor history reports to check on payments for 2021 year end checklist
- Investigated returned ACH payment and reached out to vendor to confirm bank info

Miscellaneous Projects

- Cashiering coverage
- Mail pickup and bank deposit drop off
- Costco- have to update our membership
- Wellness projects & Calendar

Accounts Receivable

- SEC Project Account Report
- Account updates- addresses & contacts

Audit/Budget

- Recorded month end journal entries
- Reconciled Golf course revenue to bank
- Started Year end bank reconciliation
- Corrected expenditure entries
- General Budget related inquiries/meetings etc.
- November 2021 Budget to Actuals Reports provided to Department Directors/Managers for monitoring review.
- Internal Fund Transfers Balance
- IT Fund allocation Balance transfers
- ARPA position journal entry
- Calculated and recorded Compensated absences balances
- Finished Cash Reconciliation
- Prepared Budget to Actual Reports for December 2021
- Bank Reconciliation completed
- Year-end balancing continue
- Started Asset Reserve balance reconciliation
- Started Year End Accrual Entries
- Recorded and reconciled Fund Transfers
- Asset account balance reconciliation continue
- Researched, Investigated and recorded general GL corrections
- Cash Management

American Recue Plan Act Recovery Initiatives

- ARPA Federal Grant 1st Round Nonprofit grants approved by Council
 - 3 grant agreements for nonprofit sub recipients (Vine Maple Place, MV Community Center, and MV Food Bank-have been sent to organizations for their review/notarized agreements through 12/31/22.
- ARPA Federal Grant 2nd Round SBA grants approved by Council
 - Grant Agreements: round 2 ARPA -11 businesses issued payment on Jan 25th.
- ARPA Reporting
 - Working towards reassigning Administrator to setup City on US Treasury Portal in advance of first reporting deadline
- ARPA Utility Assistance/Govt Entities
 - Meeting with Cedar River Creek discuss various inquiries. They will discuss internally to determine if they will be interested in continue to seek request to administer program.
 - Received information on resident #s from Cedar River and Covington Water Districts.

FINANCE/IT/GIS

- Service Agreement
 - Drafting agreement with HR Dept assistance in lieu of Recovery Specialist and seek approval by Council.

Administration

- Meetings: Staff , City Manager, and other stakeholders
- Finance Team Meetings
- EDC Meeting
 - Commission approved Recommendation Economic development/community grants and in-kind support for 2022 Funding. Next step-inform Finance committee and provide recommendation in Council Meeting Jan 24th.
- IT Team Project Meetings
- GIS Meetings
- City Manager Meeting and Sr. Staff Meeting
- Budget to Actuals Review for December
- Participated in all staff meeting conducted
- Meeting with Public Works on Fund transfer
- Meeting with Parks Dept on Summitview re-classification process
- Presented during Council Meeting on 1.10.22:
 - LW Arboretum Contract Funding 2022-approved
 - 2022 Human Services Grant Funding-approved
- Attended 1/24/22 Council meeting
- Attended 1/26/22 Planning commission open house meeting
- Meeting w/Parks & Rec-for additional data pertaining to Cap Project Mgr position, new position entertained.
- Participated in Chief of Police Interview
- US Bank Cash mgmt. meeting
- Participated in Meeting w/Public Works Director on development projects
- Armored Car Services: awaiting further assurance for Police officers as transport vs. new vendor Loomis
 - Notification sent 1.4.22 to US Bank/Garda to cancel Garda armored car services
 - Met with US Bank to provide clarification on billings
 - Additional notification sent to Garda/US Bank on billings
- Planning 2023-2024 Budget in the horizon
 - Vendor meeting with Questica for virtual training workshops/contract review
 - Meeting scheduled with internal department
 - Correspondence with Senior staff -informational
- Council Packet drafted for LW Arboretum Contract funding for 2022 for January 10th Council meeting.
- LTC Implementation-saw article of lawsuit being filed for Long-term care. Shared with Senior staff and awaiting if there may be a potential stay or delay.
- Council Packet drafted for Human Services Community Grants for 2022 for January 10th Council meeting.
- AP Banking Authorization for 12.28.21 completed.
- Council Packet reviewed and finalized for 2 IT Projects for the new year for January 10th Council meeting.
- Armored Car Services: awaiting further assurance for Police officers as transport vs. new vendor Loomis
 - Notification sent 1.4.22 to US Bank/Garda to cancel Garda armored car services
 - Met with US Bank to provide clarification on Billings
 - Additional notification sent to Garda/US bank on Billings
- 2021 Year End Priorities
 - Reporting completed to King County for Outstanding Debt Obligations
 - Reviewed/Authorized December 2021 Journal Entry
 - Reviewed/Authorized December 2021 Journal Entries: LT Debt, Compensating Balances.
 - Reviewed December Cash Reconciliation: LGIP Investments, US Bank Cash to Book General Ledger

FINANCE/IT/GIS

- 2023-2024 Budget Process
 - Questica Virtual Training : scheduled for February
- Roles and permissions:
 - User list for operating budgets finalized, setup, and vendor informed for participant list
 - User list for capital module finalized, setup, and provided vendor participant list
- Import/Export ticket-Task assigned to staff
- Software preparation planning/research
- Contract Billings
 - Reviewed Tahoma SD 2021 Annual Billing/ILA for: Community Resource Coordinator, Invoicing to proceed by Accounting Division
 - 1st Billing to Tahoma SD for SRO: PD agreed with review of draft based on proposed 2022 costs Accounting Division will proceed with Invoicing.
 - Oakepoint Invoice-will be reversing prior invoice due to a corrected invoice to be done in future by PW Dept.
 - 2022 LW Arboretum Contract-Routed for authorization
 - 2022 (3) Community Grants- Human Services grant agreements-Routed for authorization
 - Commenced drafting 4 Economic Development Contracts for 2022 Funding for their events approved by Council on 1.24.22
- Other Miscellaneous
 - FFATA Reporting information (Re: 2020) request submitted to assist with a grant application (Clerk's)
 - Micro flex data provided for Nov 2021 & Prelim Dec 2021
 - Authorized AP Banking for 1/25/22
 - Reviewed/Assisted with Fiscal Impacts for: 1/24/22 council packets
 - Economic Dev/Community Events packet documents finalized for: 1/24/22 Council meeting
 - Authorized Payroll Banking for 1/28/22
 - Completed IT Security Training
 - Preliminary 2021 Ironman event cost analysis prepared for City Manager

GIS

- ESRI Support Call for snow plow accounts
- Sent Zoning GIS data to King County Dept. of Assessments
- Met with See Click Fix Rep
- Flow Control Map for SWM
- Water Quality Map for SWM
- Know B4 Training
- Met with Valley Com (e911 provider) about addressing
- Ironman 2022 (Post Orders for MVPD/KC Sheriff)
- Converted Post Orders Document maps to images
- Uploaded images to ArcGIS Portal
- Pipe and Lucerne Lake Access Map revisions (PW/CommDev)
- Buildable Land Analysis (SWM)
- Static Web Map Updates
- Comp Plan/Land Use
- Reviewed 2021-2022 Budget in prep for 2023-2024 budget process
- Cleaned up and updated Comp Plan Map for website
- Cleaned up and updated Points of Interest and Features map for website
- Cleaned up and updated Lake Wilderness Park map for website (in progress)
- Helped John with Cityworks Query/Search
- Helped Brian W with Cityworks Service Request issue
- Wetlands discussion for State Ecology with Lance
- Questica Training Video - Operating Module
- Address Update Standard Operating Procedures document (in progress)

FINANCE/IT/GIS

IT ADMINISTRATION/SUPPORT

- Received total 55 support requests, 41 closed. We currently have 57 open requests
- Working with TIG :
 - GoToConnect Phone System recommendation. Reviewing requirements for "TIPS" purchasing consortium.
 - Proposal quotes and failover option for internet outage. (Demo handsets shipped to arrive by 1-25)
 - Continued to work with TIG towards implementation of Office 365 Email Migration following this week's Council Approval
- Working with TIG and Tri-Tec to determine best Phone system replacement options. New Phone Consoles and system demo requested for staff input.
- Reviewing options to update Firewalls and switches to increase security and support increased bandwidth needs.
- Prepared iPad for new council Member to support Remote meetings
- Identified Internet Bandwidth bottleneck at City Hall, working with Lumen and City Administration to approve increase from 100mb to 1GB
- Coordinating with vendors to resolve data import for Questica budgeting
- Coordinating with vendors to add receipt import from OpenGov to Incode
- Audited Service desk and deleted 350+ stale accounts to make staff support management simpler.
- Met with Cradlepoint vendor to discuss possible High Availability redundant connections for city facilities and legacy site primary internet
- Reviewing Windows update Patch Levels for all Servers and Workstations.
- Configuring SCCM Windows Operating System Imaging solution, adding driver packs for all standardized devices
- Researching Comcast service updates for DJ and Laura
- Working on Reclassification paperwork
- Working on removing last servers that are still 2012 r2
- Organizing City Hall Server Room and technology supplies
- Designing Firewall/Network switch refresh options with TIG
- Building out SCCM Endpoint and OS Imaging server, building "Gold" Image
- Researching GETS and WPS systems. Worked with CISA to transfer POC role into my name, Shaunna is already listed as a secondary contact, enabling WPS for Verizon. (Not available on T-Mobile or Sprint)
- Adding DHCP Scope options to support UEFI vs legacy boot for Windows Imaging
- Assisted police with Cable systems
- Auditing and organizing accounts in city systems to help project transitions like office 365 help desk and SSO
- Preparing Staff equipment replacement lists

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

SR 169 Widening from Witte Road SE to SE 240th Street (T-39)

Design Consultant: David Evans & Associates (DEA)

Construction Management: KBA

Construction Contract: Johansen Construction Company

Construction Bid Award: \$4,609,800

Construction Start: April 2019

Construction Substantial Completion: April 2020

Construction Final Completion: January 2021

Description:

This project scope includes the installation of an additional north-bound travel lane, a bike lane, retaining walls, and sidewalk on the east side of Maple Valley Highway from Witte Road to SE 240th Street. Additionally, this project will provide intersection improvements along this section of the SR 169 corridor, as well as surface water drainage enhancements. This will provide for enhanced traffic capacity by eliminating a serious bottleneck, as well as also provide enhanced safety for pedestrians and other non-motorized traffic.

Current status:

- For follow up items after project close out, staff rebid and received bids from two landscaping contractors for the back slope easement landscaping planting behind the retaining walls on the east side. However, both bids are significantly higher than the project budget. Staff met with one of the landscaping contractors to review the project scope and cost estimate. Staff received an updated cost proposal from a landscaping contractor in December and is reviewing the project scope and costs with the property owner.
- Staff is reaching out to paving contractors to resolve the WSDOT's pavement repair items. One contractor submitted a bid but it is significantly higher than the estimate.
- The City Attorney is finalizing the agreement with Jim Flynn on the ROW encumbrance on his property.

Past Milestones:

- Project physical completions were issued.
- As-built drawings were completed.
- Project received final acceptance from City Council on February 22, 2021.
- Staff finalized the slope easement landscaping plans on the east side of SR 169 and sent out to the MSRC small works roster for bid requests. Unfortunately, no bids were submitted. Staff plans to review the bidders list and make contact with landscapers to improve the bid outcome.
- Staff met with the Arts Commission on April 26, 2021 to review the list of street trees in the tree wells in front of the retaining wall. Street trees and grasses were planted in May 2021.
- Staff met with Jim Flynn to review the status of the 2019 ROW agreement. Staff and Mr. Flynn plan to proceed with a trade of ROW that will be brought to Council when the agreement is ready for Council consideration.
- This project is closed out with TIB and construction contractor Johansen.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects**2021 Annual Asphalt Overlay Program (T-23):****Design Consultant: King County****Construction Management: City PW Inspector/King County****Construction Contract: TBD****Construction Bid Award: TBD****Construction Start: Summer 2022****Construction Substantial Completion: End of Summer, 2022****Construction Final Completion: September 2022****Description:**

The interlocal agreement between Maple Valley and King County authorizes King County to perform all or any part of the construction, repair, and maintenance of streets for a mutually agreed upon cost based upon unit costs obtained from the County's bid. The interlocal agreement provides Maple Valley economy of scale and an efficient means of accomplishing the City's annual (2022) overlay project.

The 2022 annual overlay program included streets in the Spring Heaven neighborhood. The overlay streets are as follows:

- SE 253rd PI from SR 169 to SE 256th Street

Current status:

- Staff reviewed the overlay scope of work with King County on the field for inclusion to the King County 2022 Countywide Pavement Preservation Program.
- King County is preparing the preliminary cost estimate and planning for the 30% design kickoff meeting the week of February 7, 2022.

Past Milestones:

- Staff sent a Discretionary Request to King County to include the City's overlay program streets in their 2022 Countywide Pavement Preservation Program.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects**Witte Road – SE 249th Place to SE 256th Street (T28b Phase 2 – Utility Relocation and Undergrounding)****Design Consultant: PBS Engineering and Environmental, Inc.****Construction Management: KBA****Construction Contract: Pivetta Brothers Construction****Construction Bid Award: \$1,377,121,20****Est. Construction Start: July 2020****Construction Substantial Completion: November 2020****Construction Final Completion: May 2021****Description:**

Phase 2 includes installation of Joint Utility Trenches (JUT) for utility relocation and undergrounding in preparation for the Phase 3 corridor improvement project. The work also includes relocation of the water main and rehabilitation of a stormwater pond.

Current status:

- This project is completed and responses were received from L&I, DOR, and ESD. Staff contacted the retainage bond company to begin the retainage bond release process.

Past Milestones:

- Bids were opened in June 2020.
- Construction started in July 2020.
- The project received substantial completion on November 16, 2020.
- Contractor has completed punch list items.
- Staff has approved the final pay estimate.
- Staff sent utility reimbursement requests to utilities and has received reimbursement from Wave, Covington Water District, Comcast, and CenturyLink/Lumen.
- Contractor completed the last punch list item.
- Council granted final acceptance of the project.
- Communication utilities completed their work on site.

Witte Road – SE 249th Place to North of SE 254th Place (T28b Phase 3 North)**Design Consultant: PBS Engineering and Environmental, Inc.****Construction Management: KBA****Construction Contract: Ceccanti (North corridor project)****Construction Bid Award: May 10, 2021****Est. Construction Start: May 2021****Construction Substantial Completion: September 2021****Construction Final Completion: TBD****Description:**

Phase 3 North includes development of a full-road rehabilitation for the Witte Road corridor north of SE 254th Place intersection through SE 249th Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, and utility undergrounding. Phase 3 North project also includes the Jenkins Creek culvert replacement crossing Witte Road SE.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

Current status:

- Ceccanti is currently working on landscaping efforts and other punch list items.
- PSE Intolight has installed all street lights.
- Sidewalk railing installation has been completed.
- Staff is reviewing dates for ribbon cutting with landscaping has been installed.

Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254th Place.
- Design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- Consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.
- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early this summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff received approval for the stormwater permit for the North Phase of the project from DOE.
- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022
- City Council awarded the construction contract to Ceccanti during the May 10, 2021 City Council meeting.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff obtained easements for the Phase 3 North project.
- Staff started procurement of the box culvert for replacement at main stem Jenkins Creek.
- Ceccanti began construction on May 17, 2021.
- Soos Creek completed their sewer main relocation.
- Ceccanti completed installation of the culvert, joint utility trench, block wall, waterline, curb and gutter, storm sewer, paving, and striping throughout the project.
- The road was final paved and opened for the Ironman event.
- A walkthrough was completed to identify punch list items.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

Witte Road – North of SE 254th Place to SE 256th Street including 254th Roundabout (T28b Phase 3 South)

Design Consultant: PBS Engineering and Environmental, Inc.

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: TBD

Construction Substantial Completion: TBD

Construction Final Completion: TBD

Description:

Phase 3 South includes development of a full-road rehabilitation for the Witte Road corridor north of the realigned SE 256th Street intersection to north of SE 254th Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, utility undergrounding, and intersection upgrades. Phase 3 also includes construction of a roundabout at the intersection of Witte Road/254th Place, a fish passage culvert at SE 254th Place, and daylighting of the culvert at 220th Avenue SE.

Current status:

- Staff is awaiting additional information on the roll out of the federal infrastructure package to determine how funding will be distributed.
- Staff and design consultant PBS continue to work on completing the 100% design documents.
- Utility agencies are reviewing draft 100% design documents.
- Staff continues to work on ROW documents.
- Staff and the consultant continued to finalize the illumination design and pedestrian connection from 220th.
- A design contract amendment was approved by City Council at the January 10, 2022 meeting for additional scope of works as part of the final designs.
- Staff is reviewing the TIP budget for planning of the construction phase.

Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254th Place.
- The design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- Consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.
- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to the consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early this summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- The City's lobbyist met with federal congressional representatives regarding funding for this project through federal infrastructure stimulus monies. The bill was approved by the Senate, and is with the House of Representatives this month.
- Staff addressed Army Corp permit review comments.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

SR 169 Widening – SE 253rd Place to SE 260th Street (T-45)

Design Consultant: PBS Engineering and Environmental, Inc.

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: TBD

Description:

This SR 169 corridor project will improve traffic operation, safety, access management, and non-motorized amenities in the vicinity of the Legacy Site between SE 260th Street and SE 253rd Place. Proposed improvements include widening SR 169, sidewalks and bicycle lanes on both sides of the highway, street lighting, surface water enhancements, and intersection improvements at SR169/SE 260th Street and SR 169/SE 253rd Place. Access improvements at Rock Creek Elementary school and the Legacy Site will also be evaluated.

Current status:

- Staff and the design consultant team restarted the preliminary design of the project.
- The design team updated traffic data and survey information for the project.
- Staff and the consultant are evaluating design alternatives.
- Staff met with the Tahoma School District for a project coordination meeting.
- Staff met with members of the Lake Forest Estates and Springhaven HOAs to review the preliminary design process.
- Staff met with WSDOT to review the preliminary design.
- Staff met with Farmer's Market board member to provide project update.
- Staff will begin coordinating with other stakeholders for feedback on the preliminary design.
- Staff provided city council updates on the project during the city manager's report at the Jan. 24th council meeting.

Past Milestones:

- Staff met with Lori Cloud (Tahoma School District) to provide an update on design and the new schedule.
- The team submitted a traffic analysis to WSDOT with intersection improvement alternatives.
- Staff met with Lake Forest Estates HOA and discussed intersection improvement alternatives.
- Staff provided a written response to the October 31, 2019 letter from the Lake Forest Estates HOA.
- Public Open House No. 1 was held on September 10, 2019.
- Topographic survey is mostly complete.
- Traffic counting is complete.
- Staff met with the School District to discuss options for school entrance.
- Staff responded to Lake Forest Estates HOA complaints on responsiveness and transparency.
- Staff applied for Congresswoman Kim Schrier's request for infrastructure projects.
- Staff applied for Senator Patty Murray's request for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- Staff responded to follow up questions on the project from Congresswoman Schrier's office.
- City Council adopted the 2022-2027 six year TIP including design for this project to be in 2022 and construction to be in 2023 and 2024 depending on grant funding.
- Staff met with the Lake Forest Estate HOA and responded to public comments from the public hearing of six year TIP.
- Staff met with Spring Heaven HOA board members to provide project updates.
- Staff met with design consultant PBS and the design team in November 2019 to have a design restart kickoff meeting.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

SR 169 Widening – SE 240th Street to SE 244th Street (T-36)

Design Consultant: David Evans and Associates

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: TBD

Description:

The second segment in the series of capacity improvements on the SR 169 corridor, this project adds an additional lane in both directions to include center turn lanes, sidewalks, bicycle lanes, improved transit stops, street lighting, and enhanced storm drainage. This eliminates a bottleneck for traffic traveling to and from SR 18 and the Wilderness Village shopping area.

Current status:

- The project design is not expected to start up again until 2022 based on the adopted 2022-2027 Six Year TIP.
- Design consultant is finalizing the survey at the intersection of SR 169/SE 240th Street.
- Design consultant is finalizing the geotechnical report.

Past Milestones:

- The Consultant submitted the Intersection Control Evaluation (ICE) to WSDOT.
- Staff submitted the Area of Potential Effect letter to WSDOT.
- The consultant completed the geotechnical exploration on SR 169.
- The Consultant is assessing a roundabout and signal at the SE 244th Street intersection consistent with WSDOT Intersection Control Evaluation (ICE).
- Traffic analysis has concluded signal warrant met at SE 244th Street.
- Topographic survey is complete.
- Traffic counts have been completed.
- WSDOT provided comments on ICE evaluation.
- City Council adopted the 2022-2027 six year TIP including design for this project to be in 2022 and 2023, construction phase to be in 2024 and 2025 depending on grant funding.
- Staff responded to public comments from the public hearing of the six year TIP.

SE 231st Street Extension Project (T-48)

Design Consultant: David Evans and Associates

ROW Acquisition: Fall/Winter of 2021

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: Spring of 2022

Description:

This project creates an urban collector connection through the former Hayes Gravel pit, providing direct access to the SR 18 interchange. This urban collector connection will provide one lane in each direction, lighting, sidewalks, planter strips, and bicycle lanes on both sides.

Current status:

- Staff is evaluating funding options for this project's construction phase.
- Staff is reviewing the 90% PS&E.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

Past Milestones:

- Staff met with TIB on preparing for grant application in 2021.
- Staff worked on reviewing the Amazon Fulfillment Center project to ensure approval conditions and improvements are in place for supporting the T48 project.
- Staff created a project website and provided FAQ for public outreach
<https://www.maplevalleywa.gov/departments-services/public-works/capital-improvement-projects/t-48>
- Staff approached the property owner to start the communication of right of way purchase for the project.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- City Council approved the design contract with DEA on March 22, 2021 to provide professional engineering services for the project.
- Staff executed a service contract with Contract Land Staff consultant to perform appraisal for ROW.
- Design contact with DEA is executed and signed.
- ROW consultant Contract Land Staff ordered title reports to perform appraisal for ROW.
- The design kickoff meeting with DEA was held.
- Project design is started.
- ROW appraisal is started.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- Design is currently underway towards 30% plan.
- ROW appraisal is completed for staff to review.
- Traffic study for the project is completed for staff to review.
- Staff and the consultant worked on preparing the On-line Public Open House.
- Staff and the consultant worked preparing the SEPA checklist.
- Staff and the consultant worked on preparing the EZ/PROJECT REVIEW FORM for submittal to the Department of Archaeology and Historic Preservation.
- Public on-line open house was held from July 21, 2021 to August 1, 2021.
- SEPA determination of DNS was issued on August 12, 2021.
- Staff responded to public comments received from SEPA process.
- Department of Archaeology and Historic Preservation permit was issued.
- Staff prepared and submitted TIB grant application on August 13, 2021 for construction funding of the project.
- Staff met with the Amazon public outreach team for updates of both development and city projects.
- Staff completed the review of the 60% design plans and specs.
- ROW acquisition is underway. Purchase and Sale Agreement was approved by City Council at the September 27, 2021 meeting.
- Staff submitted a TIB grant application in 2021. TIB announced the project selections in November, and T48 wasn't selected for grant funding among the 284 project applications TIB received.
- ROW Acquisition was complete on December 21, 2021.

High Reflectivity Roadway Delineation Project (T-27d)

Design Consultant: Design in-house

ROW Acquisition: N/A

Construction Management: TBD

Construction Contract: TBD

Construction Bid Award: TBD

Est. Construction Date: Summer of 2022

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

Description:

This project provides for installation of high reflectivity pavement marking and signage in areas without streetlights where fixed objects are present and could present a future risk of crashes. Work elements include the installation of profiled retroreflective edge striping on both sides of the street, reflective raised pavement markers at utility poles and large trees, RPMs on center medians and roundabout/traffic circle curbing at the top of the curb, MUTCD Type OM2 reflective signage on utility poles and large trees, reflective signpost wraps on existing stop signs, speed limit signs, and warning signs.

The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.

Current status:

- PSRC updated the regional STIP for the PE design phase.
- Staff is planning to design the project in-house starting in early Spring of 2022 instead of using a consultant.

Past Milestones:

- The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.
- Project was adopted in the 2022 six year TIP.
- Project was approved and adopted by PSRC as statewide STIP project.
- Council approved the resolution to accept the grant funding and authorized the City Manager to sign a Local Agency Agreement with WSDOT for funding obligation.
- Staff worked with the WSDOT Local Program to submit the funding obligation package for the PE design phase.
- Approval was received from the WSDOT Headquarters to start the PE design phase using the funding as obligated.

Public Works Surface Water Capital Improvement Projects

Staff prepared draft prioritization criteria for CIP projects along with the Storm and Surface Water Comprehensive Plan Consultant, Altaterra. Staff met with the larger Public Works project team twice to discuss criteria, application of criteria to the projects identified and the projects that rank the highest based on these criteria. These criteria are now being finalized and will inform the future SWM CIP Program schedule.

S-10 2021 Storm Water Ponds Retrofit Project

This project scope includes retrofitting four existing stormwater retention ponds that will improve surface water quality within the City. The scope of work includes lining of the treatment cells, re-establishment of slopes, berms, and access to facilitate maintenance, and the removal of accumulated sediment, debris, and vegetation. The City was awarded \$45,000 from the King County WaterWorks grant program in 2019. Design began in January and construction is planned for summer and early fall of 2021.

Current Status:

- The Cedar Downs pond project has been placed on hold until drier weather. Anticipated restart date is May 2, 2022.
- The Elk Run and Maple Woods pond designs were finalized. Bidding on these projects will be dependent on budget evaluation completed in February 2022.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

S-12 Miscellaneous Drainage Improvements

This project includes small improvements to drainage within the City. Staff is currently focused on three projects, two within the Cedar Downs neighborhood, and one near Pipe Lake.

Current status:

- Staff are working on prioritization of CIP projects as part of the Storm and Surface Water Comprehensive Planning process. No further work on S-12 projects will be completed until the prioritization effort is finalized in the first quarter of 2022.

S-15 2020 Stormwater Pond Fencing

This project scope includes evaluating which City-owned ponds currently are not fenced, determining whether fencing is required or would be beneficial, and hiring a contractor to install fencing where needed.

Current status:

- All City Fence completed the installation of the fence that was damaged at SE 283rd Street.
- Staff began preparing an on-call request for bids for ongoing fence repair and replacement.

S-17 Cedar Downs Water Quality Improvement Project

This project includes a drainage study of Cedar Downs and Cedar Downs Village areas to identify flow control retrofit opportunities to reduce flooding issues and improve three existing water quality facilities. The City contracted with Parametrix to perform the study of this area and provide an alternatives analysis as part of the first phase of this project in 2020. Based on the alternatives proposed and the cost impact, the City moved into Phase 2 of design with Parametrix in 2021 with construction of the improvements to the flow control and water quality vaults in the north end of Cedar Downs in 2023.

Current status:

- The project was included in Ecology's Combined Water Quality recommended funding list for \$383,000 towards the installation of water quality retrofits. The agreement for this grant isn't anticipated to be ready for signing until the summer of 2022.
- Staff met with Parametrix to discuss a contract amendment for additional requirements related to the Ecology grant. This amendment will be prepared by March of 2022.
- Staff requested that Parametrix slow development of the 90% designs and final TIR as these will need to be reviewed by Ecology once the grant agreement is in place.

S-19 SE 254th Place Culvert Replacement

The culvert that conveys South Fork Jenkins Creek under SE 254th Place has been determined to be undersized for flow conveyance as well as fish passage and is damaged, which has reduced capacity. The City plans to design and install a box culvert to replace the existing culvert to provide both flood reduction and ecological benefits. Due to the modification to project T-28b Phase 3 to include a roundabout at SE 254th Place, this project has been prioritized and will be designed by PBS Engineering and Environmental as part of the T-28b Phase 3 project in 2020 and 2021. The construction of this portion of the project along with the roundabout is planned for 2022. The City has been awarded a \$150,000 grant from the King County Flood Control District for the design and construction of this project with an additional \$40,978 from the King County Flood Control District Subregional Opportunity Fund.

Current status:

- Staff met to discuss the plan for 2022 construction. It is anticipated that this project will be delayed in coordination with the T-28b Phase 3 Roundabout Project.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

Traffic Operation Management

- Staff responded to 17 citizen action requests in January regarding traffic concerns, signage, parking, pavement markings, and street lighting.
- Staff worked with the Maple Wood HOA board in response to their community concerns on street parking and traffic safety.
- Staff continued to coordinate with WSDOT on evaluation of speed limits on the SR 169 corridor. WSDOT started the speed data collections on SR 169. WSDOT will be collecting traffic speed data on SR 169 in February 2022.
- Staff completed the traffic volume/speed studies on 236th Place SE in the Hampton Grove neighborhood and provided response to the HOA regarding the concerns of high school drop-off/pick-up traffic and parking in the neighborhood.
- King County provided the 1st quarter routine maintenance for the signal at Witte/240th, school zone flashers, and RRFB flashing beacons.

Public Works Maintenance

At the beginning of January, crews spent a significant amount of time finishing up snow and ice removal. Replenishing material stockpiles and maintenance and repairs of snow and ice vehicles and equipment. After the cleanup of snow and ice, crews began to transition to pothole repairs. Crews have used nearly 2,000 lbs. of asphalt cold patch for temporary pothole repairs throughout the city. As crews began to catch up with maintenance and repairs to snow and ice equipment and pothole repairs, crews were then able to catch up on some maintenance facility repairs and citizen requests throughout the City. Below represents a very large variety of projects that were completed in the month of January:

Snow and Ice

- Crews plowed residential side streets along Recology's pickup route for garbage pickup.
- Crews plowed the lower Lake Wilderness parking lot for the Recology dump site.

Sidewalks

- Crews cleaned sand from sidewalks in the Maple Ridge Highlands neighborhood.
- Crews began identifying concrete sidewalk tripping hazards.
- Crews cleaned up leaves and moss on SE 240th Street sidewalks.

Surface Water

- Crews packaged and shipped 6 pallets of storm water filters back to the manufacturer.
- Crews responded to a vehicle accident and performed an oil spill cleanup on Witte Road.
- Crews responded to flooding in the Cedar Downs neighborhood.
- Crews responded to water over the roadway near SE 276th Street and 216th Avenue SE.
- Crews built and installed 4 storm water pond signs in the Canton Crossing, Maple Ridge, and Wilderness Hills neighborhoods.
- Crews worked with Covington Water District to set up a temporary road closure at 240th Avenue SE for a sink hole investigation.
- Crews hauled nearly 200 yards of dirt and debris that was stockpiled at the maintenance facility from projects in 2021.
- Crews investigated a storm water structure for contaminants in the Arbors neighborhood.

Road

- Crews completed temporary pothole repairs on SE 244th Street.
- Crews responded to a landslide along Maple Valley Highway near SE 244th Street.
- Crews completed temporary pothole repairs to Witte Road from SE 256th Street to Kent Kangley.
- Crews completed temporary pothole repairs to SE 276th Street from 216th Avenue SE to Kent Kangley.
- Crews completed temporary pothole repairs to 216th Avenue SE from Kent Kangley to the southern City limits.
- Crews completed temporary pothole repairs to SE 244th Street.
- Crews completed temporary pothole repairs to SE 278th Way.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

- Crews completed temporary pothole repairs to SE 280th Street.
- Crews completed temporary pothole repairs to SE 276th Street.
- Crews completed temporary pothole repairs to Witte Road near Kent Kangley.
- Crews completed temporary pothole repairs to Maple Ridge Drive.
- Crews also repaired and replaced several NO PARKING signs off of:
 - SE 248th Street
 - Maple Valley Highway near the Farmers Market
 - SE 263rd Street
 - SE 280th Street
- Crews repaired two street signs along Witte Road near the Cherokee Bay neighborhood.

Equipment Maintenance

- Crews performed routine maintenance on the mini excavator.
- Crews took the 2016 Ford F-550 to Fugate Ford for maintenance and repairs.
- Crews made repairs to two sanders for bearing failure.

Roadside

- Crews applied Caseron in several areas throughout the City along roadside landscaping, locations listed below:
 - Maple Valley Highway from SE 260th Street to SE Tahoma Way
 - Kent Kangley from Summit Landsburg to Witte Road
 - Witte Road from SE 249th Place to SE 244th Place
 - Maple Valley Highway from Witte Road to SE 240th Street
 - 228th Avenue SE from Kent Kangley to roundabout
 - Maple Valley Highway from SE 231st Street south to Witte Road
 - Witte Road from Maple Valley Highway to SE 240th Street

City Hall

- Crews mounted white boards, pictures, and maps in City Hall.

Surface Water Management

Adopt A Drain

- Regionally 986 drains have been adopted by 541 adopters with over 3,499 lbs. of debris removed.
- Staff managed the Adopt-a-Drain regional social media group.

Maple Valley Safe Lawns

- Staff met with Triangle Associates to begin preparing for the spring natural yard care classes and follow up with previous attendees.
- Staff provided HOA contact information to Triangle Associates.

Storm and Surface Water Comprehensive Plan

- Staff met with AltaTerra to discuss CIP Project summary sheets for the Storm and Surface Water Comprehensive Plan. Staff provided feedback on what information should be included on each sheet and provided background on the 10 projects that the sheets will be developed for.
- Staff met with Herrera to review private stormwater facility inspection practices to inform the Storm and Surface Water Comprehensive Plan.
- Staff met with Herrera to review operations and maintenance practices and development review and inspection practices to inform the Storm and Surface Water Comprehensive Plan.
- Public Works and Community Development Staff completed and submitted all questionnaires requested by Herrera to inform the Storm and Surface Water Comprehensive Plan.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

NPDES Permit Requirements

- Staff worked with the GIS Manager to prepare exhibit maps to support the addendum to the 2021 King County Surface Water Design Manual.
- Staff finalized tailored reference documents for the addendum to the 2021 King County Surface Water Design Manual.
- Staff completed the NPDES Phase II Annual Report.
- Staff prepared the 2022 Stormwater Management Program (SWMP) Plan.
- Staff worked on the Stormwater Management Action Plan (SMAP) watershed inventory permit requirement deliverable. This was provided to AltaTerra for review.
- Staff reviewed 2021 Maple Valley business licenses to determine which businesses and how many will need to be inspected as part of the source control program beginning in 2023.

2024 NPDES Permit Reissuance Ad Hoc Group

- Staff attended the Operations and Maintenance Ad Hoc Group meeting for the 2024 NPDES Permit Recommendations and helped to draft the white paper related to catch basin cleaning turnaround times.
- Staff attended the Structural Stormwater Controls Ad Hoc Group meeting for the 2024 NPDES Permit Recommendations and provided feedback on scalable point language should this requirement be implemented for Phase II Permittees.

Operations and Maintenance

- City Council authorized the signing of the contract with Action Services for stormwater cleaning services (vactoring) at the January 10, 2022 meeting. The new contract is active as of January 20, 2022.
- Staff provided support to Public Works Maintenance for response to a hill slide on SR 169.
- Staff responded to multiple flooding and water over roadway issues due to continued snow melt and rainfall.
- Staff discussed extensive flooding that is occurring in Cedar Downs adjacent to the Covington Maple Hills development with the HOA President and impacted property owners. This issue was brought up with the City of Covington's Community Development Director and Surface Water Manager, and staff requested design documents for the stormwater system in Maple Hills. Covington staff is reviewing the design documentation and will set up a meeting to discuss next steps with Maple Valley staff.
- Staff spoke with property owners impacted by flooding of Jenkin's Creek adjacent to Witte Road. Staff reached out to Fish and Wildlife to see if there is a potential for an emergency permit to repair a failing culvert and they expressed that that may be an option if the City acquires ownership of the culvert. Staff will continue to work with WDFW to determine what is needed. Long term improvement is also a highly ranked CIP that will be recommended in the Storm and Surface Water Comprehensive Plan.
- Staff held a zoom meeting and met onsite with property owners who are being impacted by flooding of Jenkins Creek within the Lake Wilderness Golf Course. Staff worked on preparing a permit request for maintenance cleaning of the culvert under Lake Wilderness Country Club Drive to improve capacity. This project is also a highly ranked CIP that will be recommended in the Storm and Surface Water Comprehensive Plan.
- Staff worked on procuring additional Spill-Dri (oil absorbent) for Public Works Maintenance.
- Staff worked on setting up CESCL and BMP trainings for all maintenance staff.
- Staff completed the replacement of all filter cartridges and prepared the spent empty cartridges to be returned to the manufacturer.
- Staff reviewed completed catch basin inspections to verify remaining inspections in Zone 2.

SWM Inspections

- 2 oil water separators
- 158 catch basins
- 2 spill inspections
- Staff attended the Regional Road Maintenance Forum meeting.
- Staff attended the ROADmap Regional Meeting.
- Staff attended the PNCWA Stormwater Committee Meeting.
- Staff completed and submitted the 2021 Annual Report for the Our Green Duwamish Implementation Plan.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

Lakes Program

- Staff responded to requests for more information about our lakes.
- Staff worked on a request for year-round or as needed treatment for Lake Wilderness.
- Staff coordinated with LWCAC members for OPMA training and the first meeting date.

Solid Waste

- Staff continues to hold monthly meetings with Recology to review their customer service performance and discuss their improvements.
- Recology sent out a customer service survey that will close the first week of February. We received over 700 responses.
- Staff coordinated with Recology for a solid waste drop off site during the inclement weather.
- Staff coordinated with other municipalities to review their solid waste response during inclement weather.
- Staff met with Recology to review their inclement weather response and discuss lessons learned and opportunities for improvement.
- Staff coordinated with Recology for a future presentation to City Council regarding the inclement weather response.
- Staff met with Recology's education and outreach team.
- Staff attended the MSWAC meeting.
- Staff attended the Hazardous Waste Group meeting.
- Staff reviewed and approved an application to adopt another road in the City.
- Staff reviewed the Adopt A Road documents for any updates.
- Staff met with Ridwell to review what programs they have in place for municipalities.

Community Development

A site development permit has been approved for a warehouse (tenant unknown) adjacent to the Amazon distribution center. Single family resident permits continue to be issued for the Tahoma Ridge (formerly Rainier Ridge) development. Staff is continuing their review of the site development permit for a large daycare (The Learning Experience) and a 35,000 square foot commercial building (tenant unknown) located on the empty parcel next to TRM Wood Products and building permit review is underway. Staff have been in contact with Bonaventure Senior Living. They have told us they will be picking up their permit for the Senior Living Center on 240th Avenue SE. Since the passage of the Mixed Use Zoning Code, staff has received numerous inquiries from commercial developers interested in projects in our commercial zones. We are working with our Communications Manager to develop a website and flyer to give residents more information with coordination with TSD.

The OpenGov permitting software went live on August 2, 2021 and is up and running, with permits submitted daily by members of the public. Although some kinks are still being worked out, the system is saving staff considerable time with a more streamlined process. Staff continues to meet with OpenGov technical support to address issues.

Monthly Permit/Inspections Metrics

- Permit Applications Received: 65
- Permits Issued: 70
- Projects Submittals: 2
- Building Inspections Completed: 243

Planning Commission

The Commission continues their review of the Downtown Design Guidelines. Staff and the Chair and Vice Chair met to discuss the schedule for the Downtown review. Staying on schedule, we should have the Standards and Guidelines completed on February 16, 2022 and meet jointly with the City Council on February 22, 2022. The Public Hearing held last month was a huge success. We had over 150 people in attendance. Staff and the Planning Commission will review the draft 2022 Work Plan in the near future in anticipation of the Commission meeting with Council in early 2022 to ratify the draft Work Plan.

PUBLIC WORKS/COMMUNITY DEVELOPMENT

Legacy Site Development

Council Subcommittee met with staff this month to review funding options and master planning efforts. A meeting will be held with the Parks Commission on Feb 9 to obtain their feedback on public amenities locations on the Legacy Site

RESIDENTIAL SUBDIVISIONS AND AVAILABLE LOTS

RESIDENTIAL SUBDIVISIONS AND AVAILABLE LOTS

File Number	Plat Name	Pre-Plat Approval	Potential Building Lots	Pre-Plat Expiration	Final Plat Approval	Approved Lots	Site Under Const.	Building Permits Issued				Available Building Lots
								Prior to 2020	2020	2021	2022	
CD0406-013	Ridge at Lake Wilderness	6/30/2004		N/A	2/25/2005	11	N/A	9		0		2
CD1309-002	Jordan's Crossing	7/31/2007		N/A	3/24/2014	15	N/A	15		0		0
CD0602-005	Edgestone Div I (Arbors 3)	7/18/2007		N/A	2/23/2017	48	N/A	45	2	1		0
PSP2002-001	Wilderness Crest	7/30/2020	6	N/A	N/A	6	N/A			3		3
CD0702-001	South Fork (Sunshine Grove)	7/31/2007		N/A	4/25/2017	10	N/A	10				0
CD1506-007	Canton Crossing (Shavano)	2/9/2016		2/7/2021	5/22/2017	51	N/A	51				0
CD1308-004	Yellow Rock Road	4/1/2014		3/30/2021	8/24/2016	6	yes	6				0
FP2006-001	Momiji Grove (MV216)	8/30/2019	39	8/28/2024	No	39	yes		2	22		15
CD0601-010	Wilderness Hills 3	12/11/2007		12/8/2017	2/12/2018	22	No	22				0
CD0702-010	Fox Pointe (aka Malloy)	10/5/2007		10/2/2017	Yes	42	Yes	21	12	1		8
PSP1801-001	Sun Ridge at Elk Run 4 D 2	11/30/2018	9	11/28/2025	Yes	9	No					9
CD1602-001	Overlook at Summit Park	3/22/2017	126	3/21/2022	Ph1 7/30/ Ph2 3/1/19	126	Yes	56	32	21		17
CD1610-005	Northpoint	3/28/2017	110	3/27/2022	No	110	Yes	78	31	1		0
CD1604-003	Cedar Peak	6/29/2017	17	6/28/2022	No		No					0
CD1507-006	Tahoma Ridge	8/3/2017	71	8/2/2022	12/1/2020	71	Yes		3	47		21
CD1609-007	Zephyr Point	6/26/2020	6	Yes	Yes	6	Yes			6		0
CD1801-001	Meadowridge Park	7/10/2018	49	7/9/2023		49			41	8		0
FP1810-002	Edinburgh	5/19/2017	84		6/11/2019	84	Yes	23	46	15		0
Total			517			705		336	169	125	0	75

Commercial Projects

File Number	Commercial Projects	Square Feet	Type	Status	Notes
DR2011-001	Emerald City Warehouse	15,681	New construction	Approved	Applied for site development
CD1707-003	Bonaventure at Maple Valley	180,212	New Construction	Approved	The applicant has been approved an extension on building permit start of construction until Feb 2022.
BLD2008-021	Maple Valley Business Park	387,218	New Construction	Approved	The Amazon building and parking lot are under construction and anticipate building occupancy in November 2021.
DR1912-001	The Learning Experience	10,122	New construction	Under Review	
CD1709-002/CD1709-003	CVS Pharmacy	13,162	New construction	Under Review	Design Review and Site Development were approved but no permits were issued.

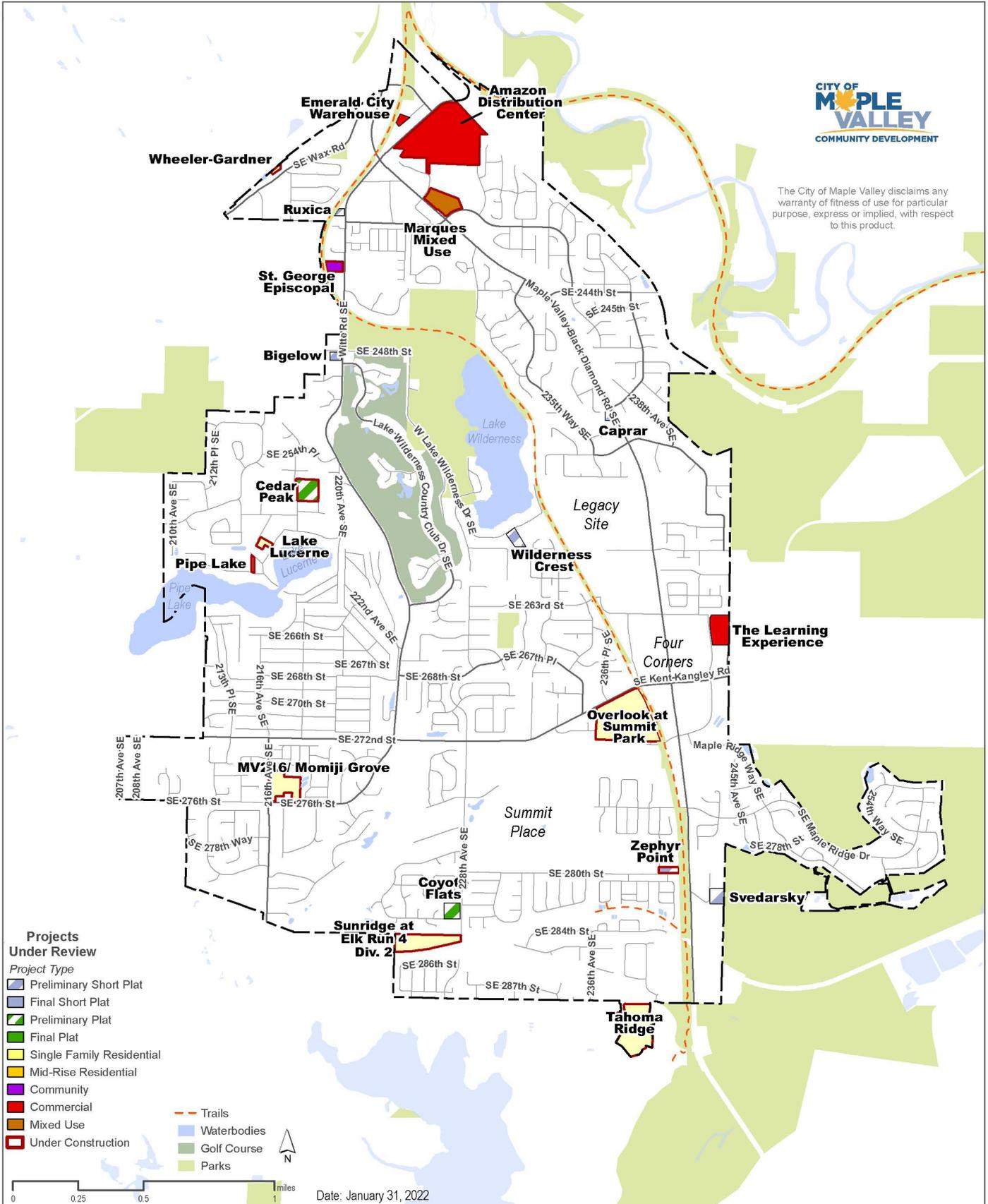
Total: 606,395

Preapplication Conferences

Type	2022 1st Quarter	2022 2nd Quarter	2022 3rd Quarter	2022 4th Quarter	2022 YTD
Commercial					
Residential	1				
Other Review Meetings					0
Totals	1	0	0	0	0

COMMERCIAL PROJECTS

Current Development Projects



COMMERCIAL PROJECTS

Current Development Projects

Project Type	Project Status	Project Name	Project Description	City Contact	Applicant Contact	Zone
Commercial	Under Construction	St. George Episcopal	Site development permit review. Application for new accessory structure and additional parking.	Dave Casey	Mel Stephenson, St. George Episcopal	R-12
	Under Review	Emerald City Warehouse	15,681 square foot warehouse and showroom	Lance Ferrell	Dan White, IHB Architects	REC
	Recently Approved	The Learning Experience & Maple Valley Retail	10,122 square foot child care facility and a 34,600 square foot commercial/ retail building.	Amy Taylor	Betsy Dyer, Barghausen Consulting Engineers	CB
	Under Construction	Amazon Distribution Center	390,000 square foot distribution center. Associated improvements include the extension of 231st street through the center of the site.	Lance Ferrell	Mike Snyder, R&H Mining LLC	REC
Mixed Use	Under Construction	Marques Mixed Use	72 unit apartment complex construction finalizing. Medical office and retail are complete.	Lance Ferrell	Jeff Potter, Integrity Land, LLC	CB
Plat	Under Construction	Cedar Peak Preliminary Plat Major Revision	17 lots. Wetland on southwest portion of property.	Amy Taylor	Ivana Halvorsen, Barghausen Consulting Engineers	R-4
	Under Review	Coyote Flats Preliminary Plat	13 lots	Lance Ferrell	Jeff Potter, Integrity Land, LLC	R-6
Short Plat	Under Review	Ruxica	4 lots. Retention of existing home.	Lance Ferrell	Hamid Korasani	R-12
	Under Construction	Zephyr Point	6 lots.	Lance Ferrell	Jeff Potter, Integrity Land, LLC	R-6
	Under Review	Caprar	3 lots.	Lance Ferrell	Hans Korve, DMP Inc.	R-4
	Under Review	Svedarsky	2 lots.	Lance Ferrell	Hans Korve, DMP Inc.	R-6
	Under Review	Wilderness Crest	6 lots.	Lance Ferrell	Jeff Potter, Integrity Land, LLC	R-4
Single Family Residential	Under Construction	Tahoma Ridge	72 lots. Project dedicates 80% of land to King County for open space.	David Casey	Jes Vallorano, Lennar Northwest Inc.	R-6
	Under Construction	MV216/ Morniji Grove	39 lots. Residential construction underway.	Amy Taylor	Randy Barnett, Ichijo USA	R-6/R-8
	Under Construction	Overlook at Summit Park	126 lots. Connection of 236th Pl SE. Wetland on site. Division 1 currently under construction.	Lance Ferrell	Katie Brett, Quadrant Homes	TC
	Under Construction	Pipe Lake	2 lots.	Lance Ferrell	Jeff Potter, Integrity Land, LLC	R-6
	Under Review	Wheeler-Gardner	2 lots. Retention of existing home.	Lance Ferrell	Mariah Gill, Encompass Engineering & Surveying	R-6
	Under Construction	Sunridge at Elk Run 4 Div 2	9 lots. Majority of the site unbuildable under BPA easement. Access to be provided off existing 228th Ave SE.	Lance Ferrell	Eric Oehler, CES NW Inc.	R-4
	Under Construction	Lake Lucerne	4 lots.	Lance Ferrell	Ivana Halvorsen, Barghausen Consulting Engineers	R-6